



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 10, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-05

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Teachers Checklist for Fiscal Year

The Teachers Checklist for Fiscal Year (transaction ZP139) has been created in ISIS HR to assist agencies with the fiscal year reporting requirement for Teachers' Retirement System of Louisiana (TRSL). This report can be accessed via menu path State of Louisiana Reporting/Benefits Management /Audit. ZP139 can be produced for month-to-date information or fiscal year data; however, agencies should use the Fiscal Year date parameter selection for this TRSL requirement.

TRSL has advised agencies of the reporting requirement in a memorandum dated June 30, 2002. The reporting deadline and specifications are detailed in the memorandum.

For questions regarding submission of this information to TRSL, please contact Darrel Chenevert at (225) 925-6556 or email Darrel_Chenevert@trsl.state.la.us. For questions on executing the Teachers Checklist for Fiscal Year, contact the ISIS HR Help Desk at (225) 342-2677. All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

Lawanna Green	342-0714	Rhonda Desselle	342-8928
Rachel Bryant	342-1651	Dorothy Piazza	342-1652
Wendy Eggert	219-0191		

JWC:LMG:kmb

c: Darrel Chenevert